

May 21, 2008

**TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on April 29, 2008, and recommends the following motions:

1. Election of Chair. Supervisor Tom Lund elected as Chair of Administration Committee.
2. Election of Vice Chair. Supervisor Jack Krueger elected as Vice Chair of Administration Committee.
3. Set date and time for regular meetings. Meet on 1<sup>st</sup> Wednesday of month at 6 p.m.
4. Review minutes of:
  - a. Housing Authority (3/13/08).
  - b. Facility Master Plan Sub Committee (3/13/08)Receive & place on file items a-b.
5. Communication from Supervisor Bernie Erickson re: Upon touring new computer center, it was discovered that fire protection is a water sprinkler system. Would like to find out the price of the correct chemical system that is appropriate for our computer room and purchase in the 2009 budget. (Referred from April 15, 2008 County Board.) Refer to Facility Management to research and bring back to next Administration Committee meeting.
6. Dept. of Administration - 2008 Budget Transfer Log. Receive & place on file.
7. Dept. of Administration - Budget Status Financial Report for March 31, 2008. Receive & place on file.
8. Dept. of Administration - Ordinance re: To Amend Sec. 30.02 of Brown County Code entitled "Ordinance Enforcement by Citation." (Referred to Public Safety Committee.) Hold for one month for more information.
9. Dept. of Administration - Information Services – Update on City/County Fiber Project. Receive & place on file.
10. Dept. of Administration - Information Services – Budget Status Financial Report for March 31, 2008. Receive & place on file.
11. Dept. of Administration - Update on Quarterly Report of Corporation Counsel Outside Legal Fees. Receive & place on file.

## Administration Committee

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12. Dept. of Administration - Resolution re: Change in Table of Organization Department of Administration (Addition of Limited Term Employees). Referred to Executive Committee. Committee approved. See Resolutions, Ordinances May County Board.
13. Treasurer - Financial reports for the months of December 2007, January 2008 & February 2008. Receive & place on file.
14. Treasurer - Financial highlights for 2007. Receive & place on file.
15. Treasurer - Budget Status Financial report for:
  - a. February 2008.
  - b. March 2008.Receive & place on file items a-b.
16. Human Resources - Monthly Committee Report (March 2008). Receive & place on file.
17. Human Resources - Budget Status Financial Report for March 31, 2008. Approved.
18. Child Support Agency - Information report re: Change in Medical Support Liability Revenue for the Child Support Agency. Receive & place on file.
19. Child Support Agency - Budget Status Financial Report for March 2008. Receive & place on file.
20. Corporation Counsel - Resolution re: Disallowance of Claim (James Vander Heyden). Committee approved. See Resolutions, Ordinances May County Board.
21. Corporation Counsel - Resolution re: Disallowance of Claim (Carol L. Debauche). Committee approved. See Resolutions, Ordinances May County Board.
22. Corporation Counsel - Resolution re: Disallowance of Claim (Progressive Classic Insurance Co. on behalf of Tamara Conard.) Committee approved. See Resolutions, Ordinances May County Board.
23. Corporation Counsel Budget Status Financial Reports for:
  - a. February 2008.
  - b. March 2008.Receive & place on file items a-b.

**Administration Committee**

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24. Facility Management - Request for Budget Transfer (#08-24): Increase in Expenditures with Offsetting Increase in Revenue: There was an overcharge of \$12,000 for copy center copies (now recorded in Other Misc. revenue). This will be used to offset purchase of copy center equipment. Approve.
25. Facility Management - Update on Facility & Parks projects. Receive & place on file.
26. Facility Management - Budget Status Financial Report for March 31, 2008. Receive & place on file.
27. County Clerk Budget Status Financial Reports for February & March 2008. Receive & place on file.
28. Audit of bills. Approve.

Approved by:

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COUNTY EXECUTIVE

Date

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**PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held at 6:00 p.m. on Tuesday, April 29, 2008 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI



**Present:** Jack Krueger, Tom Lund, Patty Hoeft, Andy Williams, Tony Theisen.

**Excused:**

**Also Present:** Tom Hinz, Jayme Sellen, Bill Dowell, Kerry Blaney, Bob Heimann, Debbie Klarkowski, Nick Evgenides, Lynn VandenLangenberg, Supervisors Dan Haefs, Bernie Erickson.

1. CALL TO ORDER. (SENIOR MEMBER)

The meeting was called to order by Tony Theisen at 6:00 p.m.

2. APPROVE/MODIFY AGENDA.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR LUND TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.

3. ELECTION OF CHAIR.

Motion was made by Supervisor Hoeft to nominate Jack Krueger as Chairman of the Administration Committee.

Motion was made by Supervisor Theisen to nominate Tom Lund as Chairman of the Administration Committee.

Motion was made by Supervisor Krueger to nominate Patty Hoeft as Chairman of the Administration Committee.

Supervisors Hoeft and Krueger withdrew their nominations.

**SUPERVISOR LUND ELECTED AS CHAIRMAN OF THE ADMINISTRATION COMMITTEE BY UNANIMOUS BALLOT.**

4. ELECTION OF VICE CHAIR.

Motion made by Supervisor Hoeft to nominate Jack Krueger as Vice-Chairman of the Administration Committee.

Motion made by Supervisor Lund to nominate Tony Theisen as Vice-Chairman of the Administration Committee.

Motion made by Supervisor Theisen to nominate Patty Hoeft as Vice-Chairman of the Administration Committee.

**Supervisors Hoeft and Theisen withdrew their nominations.**

**SUPERVISOR KRUEGER ELECTED AS VICE-CHAIRMAN OF THE  
ADMINISTRATION COMMITTEE BY UNANIMOUS BALLOT.**

5. SET DATE AND TIME FOR REGULAR MEETINGS.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY  
SUPERVISOR WILLIAMS TO MEET ON THE FIRST WEDNESDAY OF THE  
MONTH AT 6:00 P.M. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

6. APPROVE/MODIFY MINUTES OF MARCH 25, 2008.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY  
SUPERVISOR KRUEGER TO APPROVE. VOTE TAKEN. MOTION CARRIED  
UNANIMOUSLY.**

7. REVIEW MINUTES OF:

- a. HOUSING AUTHORITY (3/13/08).
- b. FACILITY MASTER PLAN SUB COMMITTEE (3/13/08)

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY  
SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE ITEMS 7A AND  
7B. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

COMMUNICATIONS:

8. COMMUNICATION FROM SUPERVISOR BERNIE ERICKSON RE: UPON  
TOURING NEW COMPUTER CENTER, IT WAS DISCOVERED THAT FIRE  
PROTECTION IS A WATER SPRINKLER SYSTEM. WOULD LIKE TO FIND  
OUT THE PRICE OF THE CORRECT CHEMICAL SYSTEM THAT IS  
APPROPRIATE FOR OUR COMPUTER ROOM AND PURCHASE IN THE 2009  
BUDGET. (REFERRED FROM APRIL 15, 2008 COUNTY BOARD.)

Supervisor Krueger suggested having Facilities contact the Green Bay Schools to discuss their fire extinguishing system. He stated there is no money budgeted for this so this would be the best route since there are no costs other than a charge for installation for the same system.

Facility Management Director, Bill Dowell, proposed researching and coming back in a month with information and Supervisor Lund was also in favor of investigating and bringing it back in one month.

Supervisor Erickson would like information brought back on why the fire protection system that was placed originally wasn't installed with the appropriate chemical system for the computer room in the first place.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY  
SUPERVISOR KRUEGER TO REFER TO FACILITIES TO RESEARCH AND  
BRING BACK TO NEXT ADMINISTRATION COMMITTEE MEETING. VOTE  
TAKEN. MOTION CARRIED UNANIMOUSLY.**

DEPT. OF ADMINISTRATION

9. 2008 BUDGET TRANSFER LOG.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

10. BUDGET STATUS FINANCIAL REPORT FOR MARCH 31, 2008.

**A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

11. ORDINANCE RE: TO AMEND SEC. 30.02 OF BROWN COUNTY CODE ENTITLED "ORDINANCE ENFORCEMENT BY CITATION." (REFERRED TO PUBLIC SAFETY COMMITTEE.)

Administration Director, Lynn Vanden Langenberg, stated she was not familiar with the ordinance and unsure why it was referred to Administration.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO HOLD FOR ONE MONTH FOR MORE INFORMATION. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

12. INFORMATION SERVICES – UPDATE ON CITY/COUNTY FIBER PROJECT.

Information Services Director, Bob Heimann, provided a handout (attached) re: Summary of Fiber Project Activity and spoke briefly in regards to it.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

13. INFORMATION SERVICES – BUDGET STATUS FINANCIAL REPORT FOR MARCH 31, 2008.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

14. UPDATE ON QUARTERLY REPORT OF CORPORATION COUNSEL OUTSIDE LEGAL FEES.

Supervisor Krueger brought forward his concerns with the amount of contracting of legal fees being done outside due to the rates of service. Vanden Langenberg and County Executive Tom Hinz addressed his concerns stating they are doing what is most economical for the County.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

15. RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION DEPARTMENT OF ADMINISTRATION (ADDITION OF LIMITED TERM EMPLOYEES). REFERRED TO EXECUTIVE COMMITTEE.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

TREASURER

16. FINANCIAL REPORTS FOR THE MONTHS OF DECEMBER 2007, JANUARY 2008 & FEBRUARY 2008.

**A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

17. FINANCIAL HIGHLIGHTS FOR 2007. (TO BE DISTRIBUTED AT MEETING.)

Treasurer, Kerry Blaney, provided a handout (attached) re: Treasurer's Office Achievements & Financial Highlights – 2007 and spoke in regards to it.

Supervisor Krueger questioned ways to get the word out that residents are able to pay taxes at their bank instead going to the Treasurer's office. He would like a few ideas brought back to next month's regarding this.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

18. BUDGET STATUS FINANCIAL REPORT FOR:  
a. FEBRUARY 2008.  
b. MARCH 2008.

**A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE ITEMS A-B. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

HUMAN RESOURCES

19. HUMAN RESOURCES MONTHLY COMMITTEE REPORT (MARCH 2008).

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

20. BUDGET STATUS FINANCIAL REPORT FOR MARCH 31, 2008.

Human Resource Analyst, Debbie Klarkowski and Risk Administrator, Nick Evgenides came forward to update the committee on with the administrative compensation and the safety area. Klarkowski stated they reviewed the current salaries within the administrative compensation plan for compression issues and do have some minor compression issues at this time. She will be ready to come back to the committee with recommendations next month on solving those. They continue to work on the remainder of the administrative compensation plan and should have some possible solutions for the committee in the next couple of months. Next, Evgenides reported that as a result of the resignation of the Safety Coordinator, he had obtained proposals for a Safety Consultant to conduct an audit of key County's department safety programs, conduct needs assessment and identify safety training needs. The audit would provide a road map to follow for the next few years in addition to identifying the responsibilities and requirement needed to re-fill the vacant position.

**A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

CHILD SUPPORT AGENCY

21. INFORMATION REPORT RE: CHANGE IN MEDICAL SUPPORT LIABILITY REVENUE FOR THE CHILD SUPPORT AGENCY.

Child Support Administrator, Jackie Scharping, referred to the memo in the packet and stated for informational purposes it was found that the issue is not as bad as originally thought back in March when they received information. Currently they receive 15% of collections for birth costs that are due in the State of Wisconsin and as a County, 2% is received of those collections as part of a contract with the State. Child Support had estimated a revenue item of \$147,679 which is a general number based on what was received in the past. It was thought there would be quite a decrease in that revenue item but found out there are a couple changes on the memo that was issued. They will be able to recover some Federal tax intercept money for any judgment entered prior to February 2007. The ones in question are from February 2007 to April 2008 because now the State has given Child Support guidelines to use to be able to determine judgment amounts. Additionally, Child Support has received a majority of collections for January, February and March. The incentive amounts outlined in the memo have already been received and will continue to receive monthly amounts on collections which average about \$4,500 per month.

**A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

22. BUDGET STATUS FINANCIAL REPORT FOR MARCH 2008.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**



CORPORATION COUNSEL

23. RESOLUTION RE: DISALLOWANCE OF CLAIM (JAMES VANDER HEYDEN).

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

24. RESOLUTION RE: DISALLOWANCE OF CLAIM (CAROL L. DEBAUCHE).

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

25. RESOLUTION RE: DISALLOWANCE OF CLAIM (PROGRESSIVE CLASSIC INSURANCE CO. ON BEHALF OF TAMARA CONARD.)

**A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

26. BUDGET STATUS FINANCIAL REPORTS FOR:

- a. FEBRUARY 2008.
- b. MARCH 2008.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE ITEMS 26A AND 26B. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

FACILITY MANAGEMENT

27. REQUEST FOR BUDGET TRANSFER (#08-24): INCREASE IN EXPENDITURES WITH OFFSETTING INCREASE IN REVENUE: THERE WAS AN OVERCHARGE OF \$12,000 FOR COPY CENTER COPIES (NOW RECORDED IN OTHER MISC. REVENUE). THIS WILL BE USED TO OFFSET PURCHASE OF COPY CENTER EQUIPMENT.

Dowell stated the color copier that produces about 5 million copies was miscounting by counting the black copies as colored copies causing \$12,000 in overcharges.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

28. UPDATE ON FACILITY & PARKS PROJECTS.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

29. BUDGET STATUS FINANCIAL REPORT FOR MARCH 31, 2008.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

COUNTY CLERK BUDGET STATUS FINANCIAL REPORTS FOR FEBRUARY & MARCH 2008. (NO OTHER AGENDA ITEMS)

**A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE & PLACE ON FILE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

OTHER

30. AUDIT OF BILLS.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY.**

31. SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

None.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to adjourn at 7:02 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

DEPARTMENT OF ADMINISTRATION

*Brown County*

DIVISION OF INFORMATION SERVICES  
ROBERT J. HEIMANN, DIRECTOR

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DIRECTOR

## Information Services Update for Administration Committee April 29, 2008

Brown County embarked on the creation of a \$3.1 million private fiber interconnect project with the approval of the bond in 2006. The bond is phased in from 2007-2009. The project was originally conceived as a joint project between Brown County, City of Green Bay and the Green Bay School District. The Green Bay School District dropped out when a referendum failed. However, the Green Bay Metropolitan Sewerage District has joined the project. The following are key dates of interest:

### Summary of Fiber Project Activity

- The engineering phase of the fiber project was awarded to Multimedia Communications and Engineering, Inc. (MC&E) in October 2007
- The engineering was deemed substantially complete as of April 2008
- The Fiber Project will be released for bids April 29 or 30, 2008
- There will be a walkthrough of buildings to be connected for all interested bidders on May 8, 2008
- Bids will be due to Brown County for a May 29, 2008 bid opening
- The review of the bids from MC&E is due June 3, 2008
- The Intent to Award should go out from Purchasing June 4, 2008
- For the Fiber Project to start by July 1, 2008 we need to get approval of the recommended bidder at the June 18, 2008 County Board Meeting
- To get the approval at the June 18, 2008 County Board Meeting there needs to be a special Administration Committee Meeting between June 9 and June 11.

The only action requested from this update is the special short Administration Meeting mentioned above so we can keep this project rolling and not lose a month of our short summer season.

Respectfully submitted,



Robert Heimann  
Brown County Information Services Director

## TREASURER'S OFFICE ACHEIVEMENTS & FINANCIAL HIGHLIGHTS – 2007

### **GOOD NEWS:**

#### **• TREASURER'S INVESTMENT INCOME**

Funds that are in excess of what is required to pay expenses are invested. The Treasurer's Office earned **\$6,776,875** on the General Fund Account investments in 2007. In addition, the County also earned \$497,499.37 on various restricted account investments. The total interest earned for 2007 was **\$7,274,375**. This is the first time that interest income exceeded **\$7,000,000** and this is a new record for Brown County. This is an increase of **18%** over 2006 earnings. At times during the year the County Portfolio exceeded **\$175,000,000**. Because of sound investment strategies we were able to earn additional returns on our investments exceeding **\$1,093,666** over the previous year. Some government units simply leave their funds in pooled or money market accounts which earned considerably less. If Brown County had followed a similar investment strategy the County's investment income revenues would have been greatly reduced.

#### **• TREASURER'S OFFICE REVENUES AND EXPENSES**

Advance planning, and excellent investment strategy, along with the rising interest rates on new investments, combined with a portion of our portfolio that was locked into favorable interest rates all contributed greatly to the positive performance of our investments. The end result was we were able to achieve substantial earnings on our investments in 2007. Additional factors that contributed to the Treasurer's Office positive performance were:

1. Interest income on investments greatly exceeded budget projections.
2. Property tax revenues were up for the year.
3. Expenses were below forecasted levels.
4. Increased efficiencies from Bank tax collections enabled us to keep our extra tax collection help costs down.

With these efforts we were able to exceed our budgeted revenue by over **\$2,482,627**. This surplus amount was returned to the General Fund and is included as additional revenues when preparing the budget for the following year. Since the Treasurer's office brings in excess revenues **no Tax Levy Dollars** are required for its operation.

	ACTUAL	BUDGET	SURPLUS
REVENUES:	5,845,602	3,392,000	2,453,602
EXPENSES:	643,351	672,376	29,025
<b>NET INCOME:</b>	<b>5,202,251</b>	<b>2,719,624</b>	<b>2,482,627 *</b>

\* Returned to the General Fund

(un-audited)

The Treasurer's Office is constantly searching for new technology that will make it easier and more convenient for tax payers to pay their property tax payments. When our office became aware of a new technology that would enable banks to collect property taxes for the County, we approached Associated Bank about this service. They agreed to provide this service at **no cost** to the County. We have seen bank tax collections dramatically increase from **\$6,000,000** initially to over **\$42,000,000** for the 2007 tax year. Needless to say this service has been overwhelmingly received and is a great convenience to tax payers. It has also been a great benefit to the County by reducing our collection costs. In addition to providing this bank tax collection service, our office has also provided for on-line check and credit card payments for those tax payers wishing to pay from the comfort of their homes using the Internet. We also started accepting debit cards at our counter.

- ***PROPERTY TAX FORECLOSURES***

Annually the County forecloses on properties with delinquent taxes over two years old. In November 2007, we filed with the court 129 property parcels with delinquent 2004 property taxes. Our office has worked diligently with delinquent property owners to keep their taxes current. This has been very successful since no property foreclosures were presented at the 2007 annual court hearing. This is second time ever that I am aware of during my 20 years of service that we did not have to foreclose on one single property. This is remarkable since Brown County has over 95,000 property parcels.

- ***TAX COLLECTION RATES***

For the current tax roll the County collected **approximately 99%** of all the property taxes that were levied. This was similar to the percentages that we have collected for previous years. All taxing jurisdictions by State Law receive 100% of their tax levy every year. The county holds the uncollected balances and sends out tax delinquent notices several times a year. We also work with delinquent taxpayers to catch up with back taxes before tax foreclosure takes place.

- ***COOPERATIVE SHARED SERVICES***

The Treasurer's office has offered tax collection services to the local municipalities for the first installment of property taxes since 1991. This service now has been expanded to 14 municipalities accounting for over 85% of Brown County property tax collections. This service has greatly streamlined the collection process and has increased productivity and efficiency of the tax collections operations. In addition by providing this service, Brown County is able to offer cost savings to local municipalities by the elimination of the costly duplication of services. It is convenient for taxpayers, since they pay at one location eliminating a lot of confusion. The County is required to collect the entire 2nd installment payment for all the municipalities as well as collect all delinquent taxes and forecloses on properties with delinquent taxes which are over three years old.

- ***STRIVES TO PROVIDE EXCELLENT CUSTMOMER SERVICE.***

The Treasurer's Office is always looking at ways to improve customer service. Our office has done the following.

1. Extended office hours after 4:30 p.m. for tax collection.
2. Open on Saturdays before the deadline date.
3. Provided free parking for customers.
4. Provided bank collection tax payment sites.
5. Accepted credit card and electronic payments by phone and on-line.
6. Accepted debit card payment in the office.
7. Installed a payment drop-off box where people can place tax payments 24 hours a day.
8. Accepted escrow mortgage payments directly from mortgage companies via electronic submission.
9. Notified taxpayers of Lottery Credit eligibility.
10. Assisted taxpayers with Homestead Tax Credit Program. This greatly assists people with lower incomes with their property tax payments.
11. Provided property tax information on-line.

#### **TREASURER OFFICE GOALS FOR 2008**

- Implement new Financial Software for the Treasurer's Office.
- Complete Positive Pay Procedures for County Checking Accounts.
- Continue to Achieve Substantial Earnings on County Investments.
- Continue to Strive for Excellent Customer Service.

**RESPECTFULLY SUBMITTED BY:**

**KERRY M. BLANEY  
BROWN COUNTY TREASURER**